



Iowa Department of Transportation

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October 10, 2013

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To: County Engineers

Subject: Annual Update of Secondary Roads and Structures

The Performance and Technology Division is beginning the 2013 update of the county road and structure data for all 99 counties. We are asking you to please pay close attention to your data, as it is now the only mechanism for updating our records.

Within recent years, we have established a method for completing this process using an electronic format. The use of the electronic format has continued to increase in the past years, resulting in this being the preferred method for a majority of the counties. To save resources, we are now sending out only electronic packets, as opposed to printing the material and mailing it to all of the 99 counties. **If you would still prefer a hard copy, please feel free to print them or contact me** and a packet will be sent out.

Attached you will find the following items to aid in updating your county's information for the Annual County Engineers Report.

1. Annual Update Cover Letter
2. Manual of Instructions for Secondary Roads County Engineers' Listing
3. Electronic Submittal Instructions
4. Map Markup Instructions
5. County Engineer's Form 107 Instruction Guide

To find a copy of your counties General Highway and Transportation (H & T) Map, as well as the Secondary Road County Engineers Listing and instructions listed above, please go to the link below. They will be available for download in a PDF format.

<http://www.iowadot.gov/maps/countysec/>

Again this year, we are requesting information related to bicycle and pedestrian facilities that are adjacent to public roadways. The Federal Highway Administration requires every transportation agency to make accommodations for bicycling and walking a routine part of their planning, design, construction, operations and maintenance activities. Due to the increasing number of miles of bicycle and pedestrian facilities throughout the state, it is important to maintain an inventory of these facilities. Instructions have been included for collecting information on these facilities.

If there are no changes to your secondary data, please send me an email stating there are no changes for the 2013 updates. If there are changes, please forward **all** updates (including resolutions for vacated streets) to me by **February 14, 2014**.

If there are any questions or problems concerning the Road Listing, the online submission process, or to request a hard copy for the update, please feel free to contact me.

Thank you for your time and cooperation.

Sincerely,

Hermes Diaz
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